

MINUTES

Workforce Connection Of Central New Mexico Executive Board Meeting

Thursday, December 2, 2004

7:45 am

MRCOG, 317 Commercial NE, Third Floor Board Room

Call to Order- 8:00 a.m. – Bob Davey, Chair

Present

Martin Candelaria
Bob Davey
Judy LeJeune
Rita Logan
Mary Lee Martin
Nancy Renner
John Sapien
Mike Swisher

Quorum was Established

Excused

Charles Aguilar
Virginia Murphy
Bill Williams

Approval of Thursday, December 2, 2004 Agenda

- Add discussion regarding UNM training program for casino workers
- Add discussion regarding disabilities access

Motion to approve with changes: Judy LeJeune

Second: Rita Logan

No Discussion

Action: Passed by voice vote

Tab 1: Approval of Minutes, Executive Committee- October 7, 2004

Motion: Nancy Renner

Second: Judy LeJeune

No Discussion

Action: Passed by voice vote

Tab 2: Monthly Expenditure Report- by Mike Swisher

- Mr. Swisher explained the monthly expenditure report of the month ending November 30, 2004
- Questions Followed**

FINAL ACTION ITEMS

Five Final Action Items were discussed and voted on- All were passed by voice vote

Passed

- Approval of WCCNM Conflict of Interest Procedure
- Approval of WCCNM Supportive Services Policy Change
- Approval of WCCNM Program, Policy and Procedure Manual
- Approval of Amendment to WCCNM Bylaws
- Approval of Amendments to WCCNM Procurement Policy, WFCP-06-03

Tab 3: Approval of WCCNM Conflict of Interest Procedure- Background and Introduction by Adrienne Smith and Bob Desiderio.

- The WCCNM must assure and certify that it will fully comply with the Workforce Investment Act and all other applicable laws or regulations, this procedure will ensure the WCCNM is in compliance with all laws and regulations.
- This procedure is in accordance with the existing Conflict of Interest Policy, and outlines the steps that will be taken by the WCCNM should conflict of interest or potential conflict of interest arise.
- According to Bob Desiderio, Board attorney, this procedure would not conflict with the WCCNM bylaws.

Discussion and Questions Followed

Motion: Mike Swisher

Second: Rita Logan

No Discussion

Action: Passed by voice vote

(Agenda moved to Tab 10. Hinkle and Landers PY03 Single Audit due to time constraints)

Tab 10. Hinkle and Landers PY03 Single Audit- By Odessa Hamilton and Farley Venner of Hinkle and Landers

- The auditors explained the process they went through to conduct the audit. Due to State law they were not allowed to discuss certain aspects of the audit until the state auditor has released it.

- Mr. Venner did state the audit was clean and much improved from the PY02 audit conducted last year.

Questions Followed

(Agenda moved back to Tab 4)

Tab 4: Approval of WCCNM Supportive Services Policy Change- Background and Introduction by Adrienne Smith

- Supportive Services include transportation, childcare, dependent care, housing and needs-related payments that are necessary to enable an individual to participate under the Workforce Investment Act.
- According to federal legislation, local boards are required to develop policy on supportive services.
- In PY03 the WCCNM passed a Supportive Services policy, the policy change requested at this meeting will give more help to the participants that need it.

Discussion and Questions Followed

- **Mike Swisher would like the WCCNM increase the supportive services amount even more to fifteen dollars per day for up to three children**
- **Staff concurred this change could be voted on at this meeting and if the increased amount cannot be funded, it will be reflected at the Full Board meeting in on December 13th.**

Motion to Pass with Changes: Mike Swisher

Second: John Sapien

No Discussion

Action: Passed by voice vote

Tab 5. Approval of WCCNM Program, Policy and Procedure Manual- Background and Introduction by Adrienne Smith

- Since the transition of MRCOG as the Administrative Entity/Fiscal Agent, many policies and procedures have been approved to be followed by the WCCNM and its subcontractors.
- The Program, Policy and Procedure Manual is a compilation of all the WCCNM policies and procedures along with State Information Notices (SINS) and State Technical Assistance Guidelines (STAGS).

Motion: Mike Swisher

Second: John Sapien

No Discussion

Action: Passed by voice vote

Tab 6. Approval of Amendment to WCCNM Bylaws- Background and Introduction by Adrienne Smith and Bob Desiderio

- The bylaws is the document the WCCNM abides by, approval of the recommended amendment will coincide with the WCCNM Code of Conduct policy and keep the Board in compliance with its own policies.
- The recommended amendment pertains to the removal of Board members for violating the WCCNM's policies or procedures.

Questions Followed

- **Mike Swisher would like to approve the amendment as written, but would like to add a second amendment.**
- **The second amendment would state that any member that misses three consecutive meetings shall be removed by the CEOs.**
- **Mr. Swisher is not sure on exact wording and would like to defer the wording to Bob Desiderio, Board attorney.**

Motion to approve both amendments: Mike Swisher

Second: John Sapien

No Discussion

Action: Passed by voice vote

Tab 7. Approval of Amendments to WCCNM Procurement Policy, WFCP-06-03- Background and Introduction by Adrienne Smith and Cindy Mendoza

- Procurement policy pertains to all procurement initiated by or on behalf of the WCCNM, including those initiated by a contractor or subcontractor.
- Approval of the recommended amendments will put the WCCNM procurement policy in line with the MRCOG procurement policy.
- In October the MRCOG made changes to their Procurement policy; the changes recommended coincide with those changes.

Questions Followed

Motion: John Sapien

Second: Rita Logan

No Discussion

Action: Passed by voice vote

DISCUSSION ITEMS

Tab 8. TANF/WIA Integration- by Teri Sheppard

- TANF/WIA integration is still a very active subject in New Mexico and the Central Region.
- The Ad Hoc group that has been assembled to address TANF/WIA integration and program design have had their first meeting.
- Staff will keep the committee informed of any new information pertaining to integration.

Discussion and Questions Followed

Tab 9. First Quarter Reviews with WCCNM Service Providers, NMDOL and YDI- by Adrienne Smith

- Both review focused on fiscal and programmatic issues including: file documentation, data validation, spending, performance measures, etc.
- Both first quarter review were positive, but also gave each entity areas of improvement that were expected.
- MRCOG will keep the Committee updated on all reviews of WCCNM service providers.

(Added Discussion Items were addressed)

UNM Training Program for Casino Workers- by Bob Davey

- Mr. Davey passed out program packets to the Committee that he had received from Ed Rodrigues, past Board member and UNM Dean.
- The program trains participants in gaming and casino working careers.
- UNM would like this program to be added to the Eligible Training Provider List (ETPL).

Disabilities Access- by Judy LeJeune

- The Disabilities Ad Hoc Committee along with staff are planning a Disabilities Exchange Forum for state wide understanding of disability law and access issues.
- The Ad Hoc Committee is continuing to work to improve the service to all participants.

REPORTS

Administrative Reports- None

Committee Reports

- **Youth Council-** by Mary Lee Martin
 - The next Youth Council Meeting is scheduled for December 9, 2004.
- **Performance and Monitoring-** by Mike Swisher for Virginia Murphy
 - The Committee has been meeting on a monthly basis to review performance measures and benchmark report from YDI and DOL.
 - The next meeting is scheduled for 2:30, December 8th.
- **Training and Service Provider-** by Judy LeJeune
 - The Committee has been meeting on a monthly basis to review and help clean up the eligible training provider list.
 - Members of the Committee attended the state-wide rule round-up meeting
 - The next meeting is scheduled for 3:00, December 16th.
- **Business Outreach Committee-** by Martin Candelaria
 - The Committee meeting scheduled for today has been canceled, the next scheduled meeting is January 6, at 3:00 pm.

PUBLIC COMMENT

Public Comments- None

ADJOURNMENT

Adjournment- 9:54 a.m.

Next Meeting-

Date: Thursday, January 6, 2005

Time: 7:45 am

Location: Mid-Region Council of Governments

A more detailed account of the meeting and discussions are available for review at the MRCOG offices at: 317 Commercial NE, Suite 104 Albuquerque, NM 87102

Approved at the January 6, 2005 WCCNM Executive Committee Meeting